

BACKGROUND NOTE ON ACTION PLANS

SMO Action Plans are developed by IFAC Members and Associates to demonstrate fulfillment of IFAC Statements of Membership Obligations (SMOs). SMOs require IFAC Members and Associates to support the adoption¹ and implementation² of international standards and other pronouncements issued by independent standard-setting boards under the auspices of IFAC as well as by the International Accounting Standards Board (IASB); and to establish a Quality Assurance (QA) review and Investigation and Disciplinary (I&D) systems.

IFAC Members and Associates conduct a self-assessment against the requirements of SMOs and identify areas where improvements are needed. Based on the results of the assessment, Members and Associates develop an SMO Action Plan to (a) demonstrate how they fulfill the requirements of the SMOs and (b) where some requirements are not yet addressed, to present plans towards their fulfillment.

SMO Action Plans are designed to be ever-green documents that provide a comprehensive description of the accountancy profession and its legislative and regulatory environment in the jurisdiction as well as the actions undertaken by IFAC Members or Associates to support adoption and implementation of international standards and best practices.

Regular updates of the SMO Action Plans are required as part of the IFAC Member Compliance Program.

Use of Information

Please refer to the Disclaimer published on the Compliance Program website.

ACTION PLAN

IFAC Member:	Accountants Association in Poland (AAP)
Approved by Governing Body:	Presidium of the Main Board
Original Published Date:	December 2008
Last Updated:	December 2016
Next Update:	December 2018

¹ *Adoption* is concerned with the decision that international standards are appropriate for use in specific national financial reporting environments and with the actions necessary to effect those decisions, including incorporation into national requirements or requiring the use of international standards through law. Adoption may include a process to review draft international standards, translation, public exposure of proposed standards, approval, incorporation into national requirements as necessary, and promulgation of final standards, and, where applicable, a convergence process to eliminate or minimize differences between international and national standards.

² *Implementation* may include a process to build awareness of the adopted standards, provide relevant education and training, develop or disseminate implementation guidance and any other activities that promote proper understanding and use of the standards in practice.

GLOSSARY

AAP	Accountants Association in Poland
CPD	Continuing Professional Development
CPEA	Code of Professional Ethics for Accountants
CTP	Commission for Training and Publications
EC	Ethics Commission
EPAPC	Ethical Principles and Accountant's Professionalism Commission
IAASB	International Auditing and Assurance Standards Board
IASB	International Accounting Standards Board
IAESB	International Accountancy Education Standards Board
IESBA	International Ethics Standards Board for Accountants
IFAC	International Federation of Accountants
IFRS	International Financial Reporting Standards
IPCA	Institute of Professional Certification for Accountants
IPSAS	International Public Sector Accounting Standards
IPSASB	International Public Sector Accounting Standards Board
IRC	International Relations Commission
IRD	International Relations Department
ISA	International Standards on Auditing
MBO	Main Board Office
MDT	Main Disciplinary Tribunal
MPEC	Main Professional Examination Commission
NCSA	National Chamber of Statutory Auditors
PAO	Professional Accountancy Organization
RC	Research Council
RDT	Regional Disciplinary Tribunals
SMO	Statement of Membership Obligation

Organizational Units AAP organizational units, i.e. 26 regional branches, and the Institute of Professional Certification for Accountants

Action Plan Subject: SMO 1–Quality Assurance
Action Plan Objective: Promote the Need for High Quality Audit of Financial Statements

Background:					
<p>The entity responsible for regulating auditors is the National Chamber of Statutory Auditors (NCSA), which bears responsibility, among others, for the Quality Assurance review system. AAP offers its indirect support to NCSA through providing the translation of SMO 1, IFRSs/ISAs, and other documents relevant for raising the quality of auditor practice in Poland, as well as for organizing relevant CPD trainings for statutory auditors.</p> <p>Public supervision over NCSA activity, auditor practice, and audit firms lies within the responsibility of the Audit Oversight Commission.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Increase the Quality of Financial Statement Audits</i>					
1.	Ongoing	Translation of the legal acts, standards and current publications concerning best practice in audit of financial statements and global developments in this area.	Ongoing	IRD Manager	IRD
2.	October 2016	AAP as the partner of the annual audit conference organized by the NCSA in Serock.	17-19.10.2016	MBO Director	MBO
3.	October 2016	Within the framework of the VI European SMEs Congress in Katowice at the NCSA invitation (business partner of the session) AAP's participation in the panel: "Profitable innovation – how to increase the effectiveness of processes in an enterprise".	10-12.10.2016	MBO Director	MBO
4.	Ongoing	Issuing publications for statutory auditors. Examples of the publications in 2016: "Financial investments – accounting and tax aspects", "Nonfinancial investments – accounting and tax aspects", "Dividing, merging and transforming of entities in the light of the Law on Accounting and IFRS in the accounting and tax aspects", "Changes in the Law on Accounting resulting from the Directive 2013/34 of 26.06.2013 implementation".	Ongoing	IPCA Director	IPCA
5.	Annual	Recommending to the National Chamber of Statutory Auditors the topics for the training of statutory auditors within the continuing professional development.	Ongoing	Presidium of the Main Board	CTP

#	Start Date	Actions	Completion Date	Responsibility	Resource
6.	Ongoing	Organizing seminars on the obligatory professional development of statutory auditors.	Ongoing	AAP Organisational units Directors	AAP Organisational units
7.	Ongoing	Continue to share with NCSA information on complaints about auditors being joint members of the AAP and NCSA.	Ongoing	Chair of MDT	MDT
8.	Ongoing	Work of AAP members in supervisory boards of audit companies.	Ongoing	Presidium of the Main Board	Members of supervisory boards
<i>Review of AAP's Compliance Information</i>					
9.	Ongoing	Performing cyclical review of AAP's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 1 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	IRD Manager	IRD

Appendix I—Main Requirements of SMO 1

Requirements	Y	N	Partially	Comments
<p>Scope of the System</p> <p>1. At a minimum, mandatory QA reviews are required for all audits of financial statements.</p>	X			<p>Answers to the questions are based on the procedures functioning in NCSA, which as a professional organization of statutory auditors is responsible for the organization, functioning and supervision over quality control of audits of financial statements and internal quality control systems in an entity.</p> <p>AAP has no direct obligation resulting from SMO 1 <i>Quality Assurance</i>.</p>
<p>Quality Control Standards and Other Quality Control Guidance</p> <p>2. Firms are required to implement a system of quality control in accordance with the quality control standards.</p>	X			
<p>3. Most up to date versions of ISQC 1 and other relevant ISA are adopted as the quality control standards.</p>	X			NCSA adopted and implemented ISQC 1 and ISAs to be applied by its members.
<p>4. Member Body assists firms in understanding the objectives of quality control and in implementing and maintaining appropriate systems of quality control.</p>	X			
<p>Review Cycle</p> <p>5. A cycle-based, risk-based, or a mixed approach for selecting firms for QA review is used.</p>	X			Mixed approach is used.
<p>6. For cycle-based approach, quality control reviews are required to take place at least every six years (and every three years for audits of public interest entities).</p>	X			

Requirements	Y	N	Partially	Comments
QA Review Team				
7. Independence of the QA Team is assessed and documented.	X			
8. QA Team possesses appropriate levels of expertise.	X			
Reporting				
9. Documentation of evidence supporting the quality control review report is required.	X			
10. A written report is issued upon conclusion of the QA review and provided to the firm/partner reviewed.	X			
Corrective and Disciplinary Actions				
11. Reviewed firms/partners are required to make timely adjustments to meet recommendations from the review report.	X			
12. QA review system is linked to the Investigation and Discipline system.	X			
Consideration of Public Oversight				
13. The body responsible for QA reviews cooperates with its oversight body and shares information on the functioning of the QA review system, as needed.	X			
Regular Review of Implementation and Effectiveness				
14. Regular reviews of implementation and effectiveness of the system are performed.	X			

Action Plan Subject: SMO 2–International Education Standards for Professional Accountants and Other Pronouncements issued by the IAESB
Action Plan Objective: Implement professional certification of AAP members

Background:

The accountant profession is currently not regulated in Poland. By 2014 the rules regarding the provision of bookkeeping services to the third parties were established by the Ministry of Finance by issuing its own certificate. After deregulation of the accountant profession in 2014 there is not any accounting specialization or service that would be subject to the provisions of the law or regulation. The Accountants Association in Poland as the oldest and biggest professional organization has developed its own educational path and the requirements for the people interested in dealing with accounting. AAP Member can be a person of impeccable opinion, who performs the profession of an accountant or a related profession from the field of accounting. In 2009 the Extraordinary Assembly of Delegates introduced a new membership category into the Statutes, i.e. ordinary member – certified accountant. The person willing to become such a member must additionally possess relevant qualification and commit themselves to undertake CPD and follow the Code of Ethics. AAP has developed and published its own certification programme for the accounting profession, covering four levels of education, where upon the completion of each level the possession of specific qualifications is approved, and a relevant certificate granted. The courses covered by the certification programme are organized by 22 non-public educational centers functioning with the structures of the regional branches of AAP and the Institute for Professional Certification of Accountants which is an AAP organizational unit. The curriculum covers all areas prescribed in IES 2. The CPD for certified accountants has been developed according to IES 7. Certified accountants within the CPD are obliged to attend 120 hours of training in 3 successive years. In each year at least 20 hours must be dedicated to CPD. Self-study is regarded as a form of CPD. The certified accountant must be a member of AAP. The titles of the first three certification levels, confirmed by the certificate, are received after passing the exam before an independent examination commission within the examination center. Within its structures, AAP has the Main Professional Examination Commission whose responsibility is to consider applications and administer examinations for the title of certified accountant.

Having regard of the market needs as to the qualifications demonstrated by accounting professionals, AAP has established the Employers' Council serving as an advisory and opinion-making body. The Commission for Training and Publications is very active within AAP, as well as its Research Council within which there are among others: the Commission for Accounting Education and the Commission for the Improvement of Accounting Regulations.

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Preparatory Work Preceding the Implementation of the Professional Certification Program for Accountants</i>					
<i>Analysis of the Current Status of IESs and Implementing the Program of Professional Certification for Accountants</i>					
1.	2013	Experiences from the realization of the four-level educational process in the context of the expectations of the labor market and the requirements of revised IES. IES are analyzed and used in the process of improving the education programs. As a result of the comments the number of the trainings hours in taxes was increased. Also some issues were moved between the educational levels.	Ongoing	Presidium of AAP	CTP
2.	2013	Modification of the educational programs within the four-level educational pathway of the accountancy profession adapted to the holistic concept based on the model of educational results underlining knowledge, skills and social competences.	Completed	Presidium of AAP	CTP
3.	2014	Developing methodological materials (a guide for lecturers). Guidelines for the first three levels of certification implemented for use. Developing methodological guidelines for the IV level "certified accountant" is in progress.	In Progress	Presidium of AAP	CTP
4.	March 2012	Updating and improving the CPD system for candidates to the title of certified accountant.	Ongoing	CTP Chair Director of the Main Board Office	CTP IPCA
5.	September 2009	Trainings for candidates to the title of certified accountant based on the certification educational path.	Ongoing	AAP organizational units Directors	AAP organizational units
6.	October 2010	Official vowing ceremony and presenting certificates to the first certified accountants.	Ongoing	Presidiums of AAP organizational units' boards	AAP organizational units
7.	October 2010	Keeping the Register of Certified Accountants.	Ongoing	Director of the Main Board Office	IPCA

#	Start Date	Actions	Completion Date	Responsibility	Resource
8.	Ongoing	Conducting exams on the I-III levels by the regional examination commissions.	Ongoing	Boards of AAP organizational units	Presidiums of AAP organizational units' boards
9.	Ongoing	Conducting exams for the title of certified accountant by the Main Professional Examination Commission.	Ongoing	Chair of MPEC	MPEC
10.	2014	Developing the standard for the exam for certified accountant on the IV level of the educational pathway.	Completed 2015	Main Board Office	MPEC
11.	Ongoing	Conducting courses which develop and expand the knowledge and skills of certified accountants.		Boards of AAP organizational units	IPCA AAP Organizational units
12.	December 2013	Introducing new title of 'certified expert of accounting services'. Developing the concept and educational program, conducting courses, exams and awarding the titles.	Completed	Presidium of AAP	AAP Organizational units IPCA
13.	2014	Developing the concept of the certificate for management accounting specialist.	In Progress	Presidium of AAP	AAP Organizational units Scientific Council Team
14.	2012	Expanding educational offer for accounting firms to improve the quality of their services. Introducing new title of 'certified specialist of keeping the accounting and tax books'.	Ongoing	Presidium of AAP and AAP organizational units' boards	AAP Organizational units IPCA
<i>Ongoing Activities</i>					
15.	Ongoing	Liaison with international institutes to exchange experience in CPD certification and trainings.	Ongoing	IRC Chair Main Board Office Director	IRC

#	Start Date	Actions	Completion Date	Responsibility	Resource
16.	Ongoing	Sharing AAP experience in certification with other foreign PAOs. Presentation of AAP experience in the scope of certification at the international conference in Tbilisi (21-22 September 2015).	Ongoing	IRC Chair IRD Manager	IRC IRD
17.	Ongoing	Promotion of AAP Certified Accountant certificate through interviews, articles in the press, organization and participation in thematic conferences and seminars addressed to the community of accountants with special focus on promotion among employers and students. Promoting certification of the accountancy profession among others every year on 9th of June, which has been established the day of accountant.	Ongoing	AAP Main Board Office Director Spokesperson Directors of AAP organizational units	AAP Main Board Office Spokesperson IRD AAP organizational units
18.	2013	Periodic (every 2 years) co-organization of the "Accountants of the Future" competition – by preparing the questions and tasks and participation in the jury.	Completed 2016	Main Board Office	CTP
19.	September 2012	SKwP accreditation requirements for economic faculties with a specialization in accounting and post-graduate studies in accounting conducted by higher education institutions for the purpose of professional certification of accountants.	In Progress	Directors of AAP organizational units	CTP IPCA
20.	2013	Organising trainings within CPD for certified accountants.	Ongoing	Directors of AAP organizational units	Organisational units
21.	Ongoing	Promoting IESs among higher education institutions.	Ongoing	Presidium of AAP Research Council	Research Council Commissions
22.	March 2011	Participation in the works of the Institute of Educational Research devoted to development of the National Qualifications Framework. Participation in the conferences of the Institute.	Ongoing	Main Board Office Director	IPCA
23.	January 2009	Ongoing update and issue of IESs 1-8 (the newest Polish edition issued in January 2016).	Completed	IRD Manager	IRD
24.	Ongoing	Promoting IESs during conferences, meetings, interviews, in press articles and in AAP internal materials addressed to its members, etc.	Ongoing	AAP Main Board Office Director Spokesperson	AAP Main Board Office Spokesperson

#	Start Date	Actions	Completion Date	Responsibility	Resource
				Directors of AAP organizational units	IRD AAP organizational units
<i>Review of AAP's Compliance Information</i>					
25.	Ongoing	Performing cyclical reviews of AAP's response to the IFAC Compliance Self-Assessment questionnaires and updating sections relevant to the revised SMO 2 when necessary. Once updated, informing IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	CTP Chair	CTP

Action Plan Subject: SMO 3—International Standards and other Pronouncements Issued by the IAASB
Action Plan Objective: Support Implementation of ISAs and other IAASB Pronouncements

Background:					
<p>The National Chamber of Statutory Auditors is a body responsible for developing and implementing the auditing standards. AAP has been actively supporting the ISAs implementation in Poland through the translation of documents relating to good practice in auditing. ISAs were translated by AAP into Polish in 1996. The last translation project of ISA was realized in 2009. As a result 36 ISA and 1 ISCQ were provided to the European Commission. At present the NCSA is responsible for translation of ISA as the standards have been officially adopted by the NCSA to use by the auditors as the basis of the financial statements audits in Poland.</p> <p>The translation of Clarified ISAs was performed according to IFAC Translations Policy. The project was completed in 2009 jointly with NCSA. As a result, the Polish versions of 36 ISAs and ISQC1 have been submitted to the European Commission. Apart from translating and publishing ISAs, AAP organizes a number of conferences and seminars on ISAs.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Maintaining Ongoing Processes</i>					
1.	March 2011	Participate in ISAs trainings organized within Swiss Contribution by the World Bank.	2015 Completed	Directors of AAP organizational units	AAP organizational units
2.	May 2014	Participate in the meeting reviewing World Bank's report "Accounting and Auditing Services Market in Poland".	2014 Completed	AAP Main Board Office Director	Main Board Office
3.	May 2016	Co-organize with the World Bank (within Swiss Contribution) the audit trainings addressed to the university lecturers and AAP lecturers.	September 2016	Main Board Office Director	Main Board Office
4.	Ongoing	Monitor changes, revisions and new IAASB pronouncements; placing relevant information about IAASB works and products into AAP records and website. Promoting IAASB pronouncements in the monthly magazine <i>Rachunkowość (Accountancy)</i> .	Ongoing	IRD Manager	IRD
5.	Ongoing	Promote ISAs in media, press, at professional conferences and seminars, and in AAP materials addressed to its members, etc.	Ongoing	AAP Main Board Office Director Spokesperson	AAP Main Board Office Spokesperson IPCA IRD

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of AAP's Compliance Information</i>					
6.	November 2013	Perform cyclical reviews of AAP's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 3 as necessary. Once updated, informing IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	November 2013	IRD Manager	IRD

Action Plan Subject: SMO 4–IESBA Code of Ethics for Professional Accountants
Action Plan Objective: Implement AAP *Code of Professional Ethics in Accounting* based on IESBA Code of Ethics

Background:					
<p>The Polish Law on auditors and their self-government requires all auditors to be bound by general ethical requirements. The broad membership base of AAP means that the IESBA Code of Ethics is not applied in its entirety to all members, however all members of the Association are obliged to stick to AAP Code of Professional Ethics in Accounting.</p> <p>AAP has developed its own Code of Professional Ethics in Accounting (AAP Code) based on the IESBA Code of Ethics to consider Polish realities and AAP character. All AAP members are Signatories of the Code, required to observe its provisions. In 2007 the National Assembly of Delegates adopted the Code and set up an Ethics Commission to promote its principles and attract new Signatories. The promotion of the Code is an ongoing process. Professional ethics has been included in all AAP educational programs. 'Bank of Ethical Dilemmas' featuring case studies has been created as a tool used in different forms of education and professional development. The Association promotes also the IESBA Code which was translated into Polish and published on AAP website. Translation of the IESBA code was performed in accordance with the IFAC translation policy pertaining to translators.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Historical Background of the AAP Code of Professional Ethics in Accounting (CPEA)</i>					
1.	2001	Translation and update of IESBA Code of Ethics – its publication and promotion among accountants and auditors (submitting the AAP translation to the National Chamber of Statutory Auditors).	Ongoing	Presidium of AAP Main Board	IRD AAP Main Board Office
<i>Promote and Build Awareness of CPEA in the Professional, Academic and Business Environment</i>					
2.	September 2016	Methodological workshops on professional ethics for AAP lecturers teaching at the AAP courses. The speakers are members of the Ethics Commission.	20-12 September Completed	Chair of EC	EC
3.	2006	Initiative to create a <i>Bank of Ethical Dilemmas</i> supporting teaching of the ethical principles on different levels of professional accounting education.	Ongoing	Chair of EC	EC
4.	September 2007	Initiating and upholding the promotion of CPEA and collecting examples of ethical dilemmas to be included into the <i>Bank of Ethical Dilemmas</i> among students, businesses and audit firms.	Ongoing	Chair of EC	EC

#	Start Date	Actions	Completion Date	Responsibility	Resource
5.	February 2012	1. 2 nd edition of the <i>Code of Professional Ethics in Accounting (CPEA)</i> in brochure format, with information on Signatories register and initiative to create the <i>Bank of Ethical Dilemmas</i> . 2. Promoting CPEA among foreign accountancy organizations.	April 2012 Completed	AAP Main Board Office Director	AAP Main Board Office
6.	September 2011	Translating CPEA into English, French, German and Russian and its promotion among foreign accounting organisations.	Completed	IRD Manager	EC IRC IRD
7.	February 2008	Entering into cooperation to popularize CPEA in „Fair Play Enterprise” and „Business gazelle” rankings.	In Progress	AAP Main Board Office Director	Main Board Office
8.	May 2008	Promoting CPEA by AAP Regional Branches during member meetings and courses. Encouraging active participation of Regional Branches in the creation of the <i>Bank of Ethical Dilemmas</i> .	Ongoing	Chair of EC Presidium of AAP Main Board	AAP Regional Branches
9.	September 2008	Organizing the <i>Contest for the Best Studies on Ethical Accounting Dilemmas</i> and promoting the contest in the media.	Ongoing	Chair of EC Contest Jury of RC	EC
10.	June 2015	Issuing a publication used as a handbook at the courses within the professional certification process, comprising the ethical dilemmas and explanation of the principles of CPEA.	October 2015	Chair of EC Main Board Office	Main Board Office
11.	September 2013	Developing methods of resolving ethical dilemmas, being a proposal of conduct in a situation of ethical dilemma, and publishing them on AAP website. This scheme plays an auxiliary role and is dedicated to those who will encounter a dilemma in the aspect of professional ethics in accounting.	May 2014	EC	EC Main Board Office
12.	June 2015	The initiative to issue a newsletter concerning professional ethics – developing its concept, substantial and publishing framework.	In Progress	EC	EC Main Board Office
Implementation of the CPEA					
13.	April 2008	Developing 4 educational modules on ethics (in compliance with IESs) to include them into trainings program related to professional accountants' certification, followed by relevant updates.	Ongoing	Chair of EC CTP Chair	EC CTP

#	Start Date	Actions	Completion Date	Responsibility	Resource
14.	October 2011	Recommendation to include the <i>Principles of Professional Ethics in Accounting</i> into post-graduate studies syllabi.	Ongoing	Chair of EC CTP Chair	EC CTP
15.	December 2007	Developing the <i>Rules of the CPEA implementation as an element of the ethical program in enterprises</i> based on ethical programs for enterprises.	In Progress	Chair of EC	EC
16.	June 2008	Promoting the use of IAESB Ethics Education Toolkit during: trainings for AAP lecturers, selected trainings conducted by AAP and conferences organized by AAP.	In Progress	Chair of EC IPCA Director	EC IPCA
17.	November 2014	Participating in the World Congress of Accountants in Rome in the session "Code of ethics: shaping behavior".	November 2014		
18.	February 2013	Participating in the meeting organized by the Department of the Ministry of Finance with the representatives of the Organization for Economic Co-operation and Development (OECD) on the implementation of the provisions of the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions; presenting CPEA.	February 2013		
19.		Establishing cooperation with the Lithuanian Association of Accountants and Auditors. Presenting CPEA and the survey on ethics in accounting.			
20.	October 2014	Organizing the conference titled "7 years with the Code of Professional Ethics for Accountants", including lectures on the genesis of CPEA, history of winning its signatories and popularizing the principles included in CPEA. The intercultural and global dimension of ethics in business was discussed and the panel discussion took place.	October 2014	EC Main Board Office	EC Main Board Office
21.	October 2012	Setting up a title of the Ambassador of Professional Ethics in Accounting for persons and organizations that put distinguished efforts to attract CPEA signatories.	Ongoing	Main Board Office	Main Board Office

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Ongoing Activities</i>					
22.	Ongoing	Attracting CPEA Signatories and monitoring actions taken by AAP Regional Branches to promote CPEA.	Ongoing	AAP Main Board Office Chair of EC Boards of AAP organizational units	AAP Main Board Office EC organizational units
23.	Ongoing	Maintaining contacts with organizations supporting ethical behaviors in business and obtaining information on their ways to popularize ethics in business.	Ongoing	Chair of EC	EC
24.	Ongoing	Initiating different activities aimed at the popularization of CPEA, and participation of the Commission members in carrying out these actions.	Ongoing	Chair of EC AAP Main Board Office Director	EC AAP Main Board Office
25.	Ongoing	Promoting CPEA at conferences, meetings, interviews, in press articles and in AAP materials addressed to its members, etc.	Ongoing	Chair of EC Boards of AAP organizational units Main Board Office Director	EC organizational units Main Board Office
26.	Ongoing	Developing possible changes to CPEA provisions based on comments, especially those submitted by the Signatories.	Ongoing	Chair of EC	EC
27.	Ongoing	Examination of CPEA violations reported to the Commission, e.g. collecting information and evidence, their assessment and drawing conclusions.	Ongoing	Chair of EC	EC
28.	Ongoing	Delivering opinions/taking decisions in cases of CPEA violation by its Signatories, and implementing appropriate proceedings, i.e.: forwarding the issue to the relevant Disciplinary Tribunal of AAP or using other methods (turning individual attention to violation of CPEA principles, branding the cases of principles violation, crossing out from the register of signatories).	Ongoing	Chair of EC	EC
29.	Ongoing	Initiating different activities to eliminate reasons of non-ethical behaviors and activities.	Ongoing	Chair of EC	EC

#	Start Date	Actions	Completion Date	Responsibility	Resource
				Boards of AAP organizational units	organizational units
30.	Ongoing	Providing interpretation of CPEA provisions.	Ongoing	Chair of EC	EC
31.	Ongoing	Efforts made in order to include CPEA into legal regulations on the certification of the accounting profession.	Ongoing	Chair of EC	EC
32.	Ongoing	Periodic publication of articles on the work of Ethics Commission and CPEA in the monthly magazine <i>Rachunkowość (Accountancy)</i> , <i>World of Accountants (Świat Księgowych)</i> , <i>Legal gazette (Gazeta prawna)</i> , and other sources.	Ongoing	Chair of EC	EC Spokesperson
33.	Ongoing	Monitoring IESBA activities, its standards and publications. Making AAP members and other interested parties aware of the newest ethical requirements.	Ongoing	Chair of EC	IRD
34.	Ongoing	Updating ethical requirements addressed to AAP members, with the newest IESBA ethical updates.	Ongoing	Chair of EC	IRD
35.	April 2012	Monitoring publications damaging the prestige of the accounting profession and those dealing with accounting, and taking relevant steps.	Ongoing	Chair of EC Presidium of the Main Board	EC Main Board Office Spokesperson
36.	Ongoing	Initiating and conducting empirical studies on ethics and related threats.	Ongoing	Chair of EC	EC RC organizational units
<i>Review of AAP's Compliance Information</i>					
37.	Ongoing	Perform periodic review of AAP's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 4 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	Chair of EC	IRD

Action Plan Subject: SMO 5—International Public Sector Accounting Standards and Other Pronouncements Issued by the IPSASB
Action Plan Objective: Translation of IPSAS and Using Best Endeavors to Promote IPSASs to the Public Sector and Related Stakeholders

Background:					
<p>The decision regarding accepting the IPSAS rests on the Ministry of Finance. AAP undertakes promotional activities for the adoption of IPSAS in Poland. The decision to translate IPSAS has been delayed by the main initiators i.e. Ministry of Finance and the World Bank. Translation activity of AAP is focused now on IFRSs.</p> <p>Based on the IPSAS the European Public Sector Accounting Standards (EPSAS) are to be developed. At the moment the decision about adoption of the EPSAS is suspended at the European Commission level. In the public finance sector in Poland the cash and the accrual basis of accounting are used.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Analysis of Current IPSAS Status and Actions Preceding Translation Process</i>					
1.	May 2012	Promoting IPSAS during the Public Finance Forum.	Periodical	RC	RC Commissions
<i>Ongoing Activities</i>					
2.	Ongoing	Translating IFAC publications on IPSAS and including them into publications addressed to AAP members and other interested parties.	Ongoing	IRD Manager	IRD
3.	April 2012	Works of IPSAS Commission to monitor regulations and papers on the accounting of public entities.	Ongoing	RC Chair	RC
4.	2015	Commencing actions connected with the development of the certificate of specialist for accounting in public finance entities.	2016	Main Board	AAP organizational units CTP
<i>Review of AAP's Compliance Information</i>					
5.	Ongoing	Performing periodic review of AAP's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 5 as necessary. Once updated, informing IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	IRD Manager	IRD

Action Plan Subject: SMO 6–Investigation and Discipline

Action Plan Objective: Revise Provisions of the AAP’s Disciplinary Bylaws in Accordance with SMO 6 Requirements

Background:					
<p>AAP has an investigation and disciplinary process in place that generally addresses the major requirements set out in SMO 6. Breaches of the provisions of law, statutes, ethical rules and professional dignity can result in the suspension of membership rights for the period from one to three years. Members of AAP’s Disciplinary Tribunals are elected by the General Assembly of Delegates for the term of four years.</p> <p>In accordance with its agenda, AAP has completed works on revising its disciplinary regulations. The new regulations were submitted to and approved by AAP General Assembly in 2011.</p>					
#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review AAP’s Disciplinary Bylaws and Recommend Enhancements</i>					
1.	June 2012	Monitoring the compliance with CPD framework for certified accountants.	Ongoing	Chair of MDT	MDT
2.	Ongoing	Meetings of the Main Disciplinary Tribunal and regional disciplinary tribunals to exchange experience and create a platform of good practice.	Ongoing	Chair of MDT and regional disciplinary tribunals	MDT regional disciplinary tribunals
<i>Review of AAP’s Compliance Information</i>					
3.	Ongoing	Perform review of AAP’s response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 6 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	IRD Manager	IRD

Appendix II—Main Requirements of SMO 6

Requirements	Y	N	Partially	Comments
<p>Scope of the System</p> <p>1. A system of investigation, discipline and appeals exists for the accountancy profession. The system is operational.</p>	X			System of investigation, discipline and appeals applies to the members of AAP for breach of provisions of the applicable law which regulates activities defined as goals and tasks of AAP, provisions of the Statute and principles of professional ethics.
<p>2. Information about the types of misconduct which may bring about investigative actions is publicly available.</p>	X			The scope of activities which may result in investigative procedure is defined in the Regulation of the Peer Tribunal, which is available to the public.
<p>Initiation of Proceedings</p> <p>3. Both a “complaints-based” and an “information-based” approach are adopted.</p>	X			Peer Tribunals of AAP hear cases reported by bodies or members of AAP.
<p>4. Link with the results of QA reviews has been established.</p>		X		AAP members are not covered with supervision. Their work is not under obligatory control.
<p>Investigative Process</p> <p>5. A committee or similar body exists for performing investigations.</p>	X			In AAP these are Regional Peer Tribunals (I instance) or the Main Peer Tribunal (I or II Instance), which play this role. They appoint three-person panels from their members to hear cases. When it is required to institute explanatory proceedings (one of two parts of proceedings before Peer Tribunals), the Disciplinary Representative (with legal qualifications) is appointed by the Main Board or the Board of a relevant Regional Branch.
<p>6. Members of a committee are independent of the subject of the investigation and other related parties.</p>	X			They are fully independent in making decisions.
<p>Disciplinary Process</p> <p>7. A separate disciplinary committee/entity exists to make disciplinary decisions on referrals from the investigation committee.</p>		X		

Requirements	Y	N	Partially	Comments
8. Members of the committee/entity include professional accountants as well as non-accountants.	X			These are members of AAP.
9. The tribunal exhibits independence of the subject of the investigation and other related parties.	X			
Sanctions 10. The disciplinary system allows imposing an extensive range of penalties. It is particularly important to include (a) loss of professional designation; (b) restriction and removal of practicing rights; and (c) exclusion from membership.			X	Penalties provided in the Regulations: 1) admonition, 2) reprimand, 3) suspending membership up to 1 year, 4) suspending membership for the period from 1 year to 3 years, 5) exclusion from members of AAP.
Rights of Representation and Appeal 11. A third appeals body exists which is separate from both the disciplinary committee and investigative committee.	X			The Main Peer Tribunal is an appeal body.
Administrative Processes 12. Timeframe targets for disposal of all cases are set.	X			It is set forth in the Regulations of Peer Tribunals.
13. Tracking mechanisms to monitor progress in investigation and discipline and related procedures are established.	X			The reports are filed at the Regional Assemblies of Delegates for a term of office.
14. Records of investigations and disciplinary processes are established.	X			Regional Peer Tribunals file with the Main Peer Tribunal annual reports on proceedings instituted. The Main Peer Tribunal files a report for a term of office with the National Assembly of Delegates. The reports contain, among others, the information about the cases considered.

Requirements	Y	N	Partially	Comments
Public Interest Considerations				
15. Activities are supported to ensure that the public is aware that an investigative and disciplinary system exists in the jurisdiction.	X			AAP's Statutes, AAP's Code of Ethics and the Regulations of Peer Tribunals are available to the public (on the website, mentioned in press materials and interviews).
16. A process for the independent review of complaints on which there was no follow-up is established.	X			Each complaint is considered.
17. The results of the investigative and disciplinary proceedings are made available to the public.		X		In professional environment of AAP members.
Liaison with Outside Bodies				
18. There is an appropriate process for liaison with outside bodies on possible involvement in serious crimes and offences.	X			AAP authorities observe the provisions of the Code of Criminal Procedure, including its Article 304 which sets forth the social obligation to inform the prosecutor's office or the police about the offences which are prosecuted <i>ex officio</i> .
Regular Review of Implementation and Effectiveness				
19. Regular review of implementation and effectiveness of the system are performed and corrective actions are implemented.	X			The Regulations are modified if necessary. Regional Peer Tribunals file with the Main Peer Tribunal annual reports on their activities. The Main Peer Tribunal files a report for a term of office with the National Assembly of Delegates.

Action Plan Subject: SMO 7–International Financial Reporting Standards and Other Pronouncements issued by the IASB
Action Plan Objective: Support Implementation of IFRSs and Maintain High Quality Translation Process

Background:

As per EU Regulation 1606/2002, and in accordance with the Accounting Act:

- The consolidated financial statements of listed entities and banks (regardless of whether they are listed or not) must be prepared according to IFRS.
- Single financial statements of listed entities can be prepared in line with accounting policies applied by the entity preparing financial statements according to IFRS/IAS or national accounting standards.
- For non-listed entities, single financial statements can be prepared according to IAS/IFRS only if financial statements of the parent entity are prepared in accordance with IFRS.
- There is also an option to choose IAS/IFRS to prepare consolidated financial statements for entities aspiring to be admitted to trade on regulated markets.

For non-listed companies and SMEs, the requirements of the Accounting Act and relevant complimentary legislation apply. Additionally, for matters not regulated by the Accounting Act, while adopting their accounting principles, entities may apply National Accounting Standards issued by the national Accounting Standards Committee (ASC). If there is no applicable domestic standards, entities can apply IFRS. AAP is actively involved in drafting relevant accounting legislation and has its five representatives at ASC.

AAP has been the only Polish body publishing the Polish translation of the IFRS bound volume constantly since 2001, in accordance with the IFRS Foundation translations and publications policy. Having signed a license agreement with the IFRS Foundation for the translation of IFRS into Polish, AAP undertakes periodic translation and publication of IFRSs. The Polish IFRS version is subject to relevant updates.

AAP also offers the Polish language Diploma in IFRS, based on ACCA’s Diploma.

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Analysis and Translation of IFRS</i>					
1.	March 2011	IFRS trainings organised by the World Bank within Swiss Contribution of which AAP was a beneficiary.	Completed	Main Board Office Director	IPCA
2.	April 2012	Participating in ROSC report preparation, covering, among others, the financial reporting and IFRS module.	Completed	IRD Manager AAP Main Board Office Director	AAP Main Board Office IRD RC

#	Start Date	Actions	Completion Date	Responsibility	Resource
3.	October 2013	Completing the translation and publication of IFRS 2013 Bound Volume.	Completed	IRD Manager	IRD
4	March 2016	Translation project of the IFRS 2016.	In Progress	IRD Manager	IRD
<i>Promotion of IFRS</i>					
5.	Ongoing	Monitoring of IASB periodicals and other brochures on the newest developments in IFRSs and IASB's works, and making them available to the AAP members through their publication on AAP website and in AAP protocols.	Ongoing	IRD Manager	IRD
6.	June 2016	6th Annual conference on IFRS co-organized with the World Bank (8 December 2016).	In Progress	AAP Main Board Office Director	CTP
7.	September 2013	Workshops on IFRS for academic lecturers and lecturers from AAP's non-public educational units.	Completed	AAP Main Board Office Director	Main Board Office
8.	Ongoing	Conducting trainings and courses to promote IFRS. IFRS module within the certification program for candidates to the title of Certified Accountant.	Ongoing	AAP Organisational units Directors and Boards	Organisational units
9.	Ongoing	Review of the current IFRS status, monitoring changes to IFRS, and cooperation with IASB Translations Department.	Ongoing	IRD Manager	IRD
10.	Ongoing	Organizing outreach events jointly with the Ministry of Finance and NCSA, upon EFRAG invitation.	Ongoing	AAP Main Board Office Director	AAP Main Board Office
11.	Ongoing	Promoting IFRS in media, press, at professional conferences and seminars, and in AAP materials addressed to its members, etc.	Ongoing	AAP Main Board Office Director AAP organizational units Directors and Boards	AAP Main Board Office Spokesperson ICPA IRD AAP organizational units

#	Start Date	Actions	Completion Date	Responsibility	Resource
<i>Review of AAP's Compliance Information</i>					
12.	Ongoing	Perform periodic review of AAP's response to the IFAC Compliance Self-Assessment questionnaires and update sections relevant to the revised SMO 7 as necessary. Once updated inform IFAC Compliance staff about the updates in order for the Compliance staff to republish updated information.	Ongoing	IRD Manager	IRD